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Executive Registry

77-2499

3 October 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Supporting the Director in Meetings
with White House Staff and Cabinet OfficersREFERENCE : ES 77-6 dtd 3 May 77; Subject: Servicing
DCI Requirements and Your Needs

25X1

1. [] According to the Director's projected calendar for the week of 3 October, he is tentatively scheduled to meet with the following senior officials:

Friday, 7 October1030 Dr. Brzezinski
1100 President Carter

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2. [] Our records indicate that the Director has requested additional information from your office (see attached) to support him in his meeting with the above named senior officials.

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3. [] It is requested that you forward an appropriate response, if required, to the Director, as outlined in paragraph 2a of reference above. Please include in your response a copy of the Director's original memorandum and highlight those portions you are answering.

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4. [] To provide the Director with sufficient time to review your materials prior to his meetings, please have them delivered to this office by COB the night before the scheduled meetings. The Executive Secretariat will continue to consolidate the materials from the various offices for the Director as required.

[]

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Deputy Executive Secretary

Attachment:

As stated

Distribution:

DDI
DDO

Info: EA/DCI McMahon

SA/DCI []

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Approved For Release 2004/05/05 : CIA-RDP80M00165A002300080010-1

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*Cabinet Finding
White House Rep*

DDI

<u>Subject & Date</u>	<u>ER Number</u>	<u>Action Assigned</u>
Conversation, 27 September 1977	77-2491	Paragraph 6

DDO

Subject & Date

ER Number

Action Assigned

Conversation, 27 September 1977

77-2491

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